

# THE NORTH CAROLINA STATE BAR BOARD OF CONTINUING LEGAL EDUCATION

**208 Fayetteville Street Mall  
Post Office Box 26148  
Raleigh, NC 27611  
(919) 733-0123**

## REQUEST BY A NON-ACCREDITED SPONSOR FOR APPROVAL OF A CONTINUING LEGAL EDUCATION ACTIVITY

**Note: If advance approval is desired, this application and any supporting documentation must be submitted at least 45 days prior to the date on which the activity is scheduled.**

1. Name of Sponsor: \_\_\_\_\_
2. Name of Contact Person: \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_
3. Address: \_\_\_\_\_  
\_\_\_\_\_
4. Title of CLE Activity: \_\_\_\_\_
5. Date (s): \_\_\_\_\_
6. Location (s): \_\_\_\_\_
7. Registration Fee (s): \_\_\_\_\_
8. List of professionals and other groups to which this CLE activity is being offered and advertised: \_\_\_\_\_  
\_\_\_\_\_
9. The Sponsor's calculation of the requested number of (A) total CLE hours, (B) portion of the total hours devoted to the general, (**General/Other includes any substantive law topics which does not qualify for ethics, professional responsibility, professionalism or Practical Skills credit**) (C) portion of the total hours devoted to professional responsibility, (D) portion of the total hours devoted to Practical Skills:
 

(A)	_____ minutes = _____	Total CLE Hours	<b>(please round downward to the nearest ¼ of an hour)</b>
	60		
(B)	_____ minutes = _____	Total General/Other	CLE Hours
	60		
(C)	_____ minutes = _____	Total Professional Responsibility/Ethics/Professionalism Hours	
	60		
(D)	_____ minutes = _____	Total Practical Skills CLE Hours	
	60		

**PLEASE SEE THE BACK OF THIS PAGE FOR REGULATIONS ON THE COMPUTATION OF CLE HOURS**

10. Submit with this request the following information:
  - A. A brochure or other outline that (1) describes the course content, (2) identifies the faculty, (3) lists the topics by title, and (4) shows the time schedule for each topic. These items are critical for approval of your activity.
  - B. A description (contents, number of pages, etc.) of the written materials that will be (or were) made available to each attendee. If no written materials or only brief outlines without citations or explanatory notations will be (or were) provided, attach an explanation why the CLE activity meets the accreditation standards of Rule 19 (E) of the Continuing Legal Education Rules.
11. The Sponsor agrees to furnish to the Board of Continuing Legal Education, within thirty (30) days after the CLE activity, the following :
  - A. A list in **alphabetical** order, the name and North Carolina State Bar **membership number** of each North Carolina attendees seeking CLE credit.

(continued on reverse side)

B. The required sponsor fee computed as follows:

\$2.25 x total approved CLE hours x total number of North Carolina attendees seeking CLE credit.

NOTE: Submission of the sponsor fee is required of all sponsors of approved activities presented in North Carolina and of accredited sponsors located in North Carolina for approved activities wherever presented, except that no sponsor fee is required where approved activities are offered without charge to attendees. Otherwise, payment of sponsor fee is optional.

12. The Sponsor represents that it will:

- A. Comply with the Continuing Legal Education Rules and Regulations including any amendments thereto;
- B. Conduct this CLE activity substantially as advertised and presented in this request, subject to emergency substitutions and withdrawals;
- C. Allow in-person observation of this CLE activity by members and staff of the Board of Continuing Legal Education.

13. The Sponsor acknowledges that this CLE activity may be disapproved and prior approvals of any CLE activity revoked for violations of the Rules and Regulations, or for failure to comply with the agreements and representations contained in this request.

Date: \_\_\_\_\_ CLE Sponsor: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

#### **CLE HOURS**

- 1. Only the time of actual instruction counts toward CLE credit hours.
- 2. Question and answer sessions are considered actual instruction and may be included for CLE credit provided such question and answer sessions do not exceed 15 minutes per CLE credit hour. For example, a program approved for 4 total CLE credit hours may include up to 1 hour of question and answer sessions.
- 3. **CLE credit is not given for:**
  - Introductory Remarks
  - Breaks
  - Business meetings
  - Meals
  - Keynote Speeches
  - Speeches in connection with meals
- 4. No CLE activity may be less than 30 minutes in length. A CLE activity means the entire program and not the individual topics. Therefore, a program may include individual topics of less than 60 minutes in length.

#### **PROFESSIONAL RESPONSIBILITY/ETHICS/ PROFESSIONALISM**

- 1. Instruction in professional responsibility/ethics/professionalism includes topics on professional responsibility, professional liability and professionalism.
- 2. Instruction in professional responsibility does **not** include topics such as attorney fees and client development except to the extent that professional responsibility is directly discussed in connection with such topics.

#### **PRACTICAL SKILLS**

“Practical Skills courses” are those courses which are devoted primarily to instruction in basic practice procedures and techniques as distinct from substantive law. Examples of such courses would include preparation of legal documents and correspondence and development of specific basic lawyering skills, such as voir dire, jury argument, introducing evidence, and effective management of a law office.

**Current updates, hot topics, trends, new developments, status and standards in the law are not practical skills.**